CMS Singapore

CMSS with FOREX linkage User Guide



Things to note

- Please make sure that you have the Maker or Approver rights (in CMSS) and Dealing rights (in FOREX) before referring to this user guide.
- For Payment Creation starts on Page 3 (-click here)
 For Payment Approval starts on Page 16 (-click here)



Cash — Payment / Collection



- Login to COMSUITE & click on CMS Singapore
 Click on Cash
- 3 Click on Payment / Collection



Select Product Group

Cash • Payment/Collection	
Payment/Collection	Select Transaction Template
Transaction Details	\odot
Please Select Product Group * Please Select Orderer Account No/Account Name/Currency/Type * Please Select Balance Inquiry	
Payment/Collection Mode *	

- 1 Select Product Group (payment type)
- 2 Select Orderer Account No. (debiting account)
- 3 Select Payment / Collection Mode
 - Book Transfer to Own (funds transfer between your MUFG SG accounts in any currency – refer to Page 5 (←click here))
 - Book Transfer to Third Party
 (same day payment to another MUFG SG account in any currency refer to Page 6
 - Foreign Remittance (same day payment in foreign currency or to overseas – refer to

Page 6 (←click here))

(←click here))



Book Transfer To Own

Transaction Currency * USD - US Dollar Transaction Amount * 10,000.00 Value Date * 03-12-2021	2)	· (1)
Transaction Currency * USD - US Dollar Transaction Amount * 10,000.00 Value Date * 03-12-2021	2)	· 1
USD - US Dollar Transaction Amount * 10,000.00 Value Date * 03-12-2021	2	
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10,000.00 Value Date * 03-12-2021 🛗 3	2)	
Value Date *)	
03-12-2021		
	-	-
Send Payment Notification Payment Notification	₿	
accurate the Bank shall not be liable in a	Assign any way for any loss or damage	e arising from or
reserves the right to amend any informat	tion without notice.	
	Send Payment Notification Payment Notification	Send Payment Notification Payment Notification B

– required | • – optional

- 1 Select Currency (Customer Buy)
- 2 Enter Amount
- 3 Select Value Date
- 4 Enter Customer Reference (you may enter invoice no, billing no, short payment description, etc.)
- 5 Enter Message to Ordering Bank
 (using this may cause delay in your payment. Use this only if you have a special instruction to us)
- 6 Select Credit Own Account No. (crediting account)
- 7 Select New FOREX Contract
- Proceed to Page 12 (←click here)

Note:

- A Enter Message to Beneficiary (for additional information to your beneficiary)
- B
 Click on
 Payment Notification
 (notify your beneficiary via email of the payment details)

 (refer to
 Page 11
 (-click here) for more details)

 Go back to
 Page 4
 (-click here)



FR / BTT

RM-Foreign Remittance	▼		
Orderer Account No./Accoun	t Name/Currency/Type *	Transaction Currency *	
	▼)	USD - US Dollar	· 1
	Balance Inquiry	Transaction Amount *	
Payment Mode *		10,000.00	
Foreign Remittance	•	Value Date *	
Customer Reference		02-12-2021 💾 (3 🌖	
		Charges Borne By *	
Message to Ordering Bank		4 OUR OBEN SHA	
		Charge Account	
			· · · · · · · · · · · · · · · · · · ·

- - required | - optional
- $\label{eq:FR} \textbf{FR} \textbf{Foreign} \ \textbf{Remittance} \mid \textbf{BTT} \textbf{Book} \ \textbf{Transfer to Third Party}$
- 1 Select Currency (Customer Buy)
- 2 Enter Amount
- 3 Select Value Date
- 4 Select Charges Borne By (applies to FR)
 - OUR all bank charges will be paid by you
 - BEN all bank charges will be paid by beneficiary
 - SHA local bank charges will be paid by you & overseas bank charges will be paid by beneficiary
- 5 Select Charge Account (debiting account for bank charges. applies to FR)
- 6 Enter Customer Reference (you may enter invoice no, billing no, short payment description, etc)
- 7 Enter Message to Ordering Bank (using this may cause delay in your payment. Use this only if you have a special instruction to us)
- To pay an existing beneficiary, proceed to



• To pay a new beneficiary, proceed to



Go back to Page 4

age 4 (←click here)



FR / BTT — Existing Beneficiary

Existing	Beneficiary	O New Ber	neticiary							
Save a	as Beneficiar	ry								
Benefici	ary ID				Bene	eficiary Bank				
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Benefici	ary Account	No.*								
998877	6655				O Ba	ank Name & Ad	ldress *			
Bonofici	any Namo & /	Addrose *			DBS	BANK LTD.				
City name is	s required	4001635			. ()	FFICE (SII	NGAPORE)			
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East Io	wer Singapore	6 0 10930			Pone	ficiary Pank C	ountry *			
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Benefici	ary Country *	•								
SG - SI	NGAPORE			Ψ						
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• – FR	required • – optional – Foreign Remittance BTT – Book Transfer to Third Party
1	Select Existing Beneficiary
2	Click on 🤇 to select an existing beneficiary
3	Click on Beneficiary ID (e.g. JOHN DOE) to select a beneficiary
4	Select New FOREX Contract
5	Select Intermediary Bank (applies to FR only. Refer to Page 9 (—click here) for more details)
•	Proceed to Page 12 (←click here) for submission
No	ote:
A	Enter Message to Beneficiary (to provide additional information to your beneficiary)
B	Click on Payment Notification (to notify your beneficiary via email of the payment details)
	(refer to Page 10 (←click here) for more details)
Go	back to Page 6 (-click here)





- required | - optional FR - Foreign Remittance | BTT - Book Transfer to Third Party
 Select New Beneficiary
 Tick Save as Beneficiary (to save your beneficiary into Beneficiary Master)
 Enter Beneficiary ID (to identify your beneficiary)
 Enter Beneficiary Account No.
 Enter Beneficiary Name & Address (City name required for FR)
- 6 Select Beneficiary Country (applies to FR only)
- 7 Select Beneficiary Bank (applies to FR. Refer to Page 11 (←click here) for more details)
- 8 Select New FOREX Contract
- 9 Select Intermediary Bank (applies to FR only. Refer to Page 9 (←click here) for more details)
- Proceed to Page 13 (←click here) for submission

Note:

- A Enter Message to Beneficiary (additional information to your beneficiary)
- B Click on Payment Notification (notify your beneficiary via email of the payment details)
 - (refer to Page 10 (←click here) for more details)
- Go back to Page 8 (←click here)



Intermediary Bank Details

	\odot
Intermediary Bank Country Please Select	• B
	Intermediary Bank Country Please Select

• - required • - optional
1 Click on C to select Intermediary Bank
Go back to Page 7 (←click here) – for existing beneficiary
Go back to Page 8 (←click here) – for new beneficiary
Note:
To enter manually the Intermediary Bank Name & Address instead:

- A Enter Intermediary Bank Name & Address
- B Select Intermediary Bank Country



Payment Notification

	Add Payment Notification Notification Detail
	1
	Email Address iohnsmith@hotmail.com Payment Notification Amount SGD 0.00
3	Send Payment Notification You confirm that you understand the risks involved in internet communication networks (including world wide web and electronic mails) and accept as adequate whatever security measures as may be taken or adopted by the Bank against such risks. You agree not to transmit any price-sensitive information through this site and shall be solely responsible and liable for all risks and liabilities incurred or arising from or relating to such transmission.

- required | – optional
 FR Foreign Remittance | BTT Book Transfer to Third Party
- 1 Enter Additional Message
- 2 Enter beneficiary's email address (to enter multiple email addresses, please use semicolon (;) as separator)
- 3 Make sure Send Payment Notification is ticked
- 4 Click Save

< Back

Save

- Go back to Page 7 (-click here) for existing beneficiary (FR / BTT)
- Go back to Page 8 (-click here) for new beneficiary (FR / BTT)







- To enter manually the Beneficiary Bank Name & Address instead (applies to Foreign Remittance only):
 - A Select Bank Name & Address
 - B Enter Bank Name & Address
 - C Select Beneficiary Bank Country



Submission — Existing Beneficiary

ternal Remarks (Information below are not included in this	s payment instruction)
	G
	(1
	Savo as Draff Drouio
eficiary Details	
Seve as Papeficient	
Beneficiary ID	SWIET RIC
JOHN DOE	DB\$\$\$G\$G
(Existing) Beneficiary Account No	Bank Name & Address
9988776655	DBS BANK LTD.
Beneficiary Name & Address	HEAD OFFICE (SINGAPORE)
JOHN DOE	12MARINA BLVD, DBS ASIA CTRL MARINA
7 Straits View 23-01 Marina One	BAY FIN CTR TWR 3, SINGAPORE 018982
East Tower Singapore 018936	Beneficiary Bank Country
-	30 - SINGAPORE
Beneficiary Country	
30 - SINGAL ONE	
Additional Beneficiary Details	
Message to Beneficiary	
	(2)
	< Back Save as Template Subm

Click Preview
 Click Submit
 Proceed to Page 14 (←click here) – Request Rate



Submission — New Beneficiary

hther Details	®
	(1)
	Save as Draft Preview

	Challenge Code: 455564 Response Code * ····· 2)	(3)	
		< <u>Back</u>	Submit	
Token Instructions			۲	

- required | • - optional
1 Click Preview
2 Enter Response Code (click on O A for token instructions)
3 Click Submit
Proceed to Page 14 (-click here) - Request Rate



Request Rate



1 Click OK OR SKIP (if you clicked SKIP, please go to next page. Approver will book FX rate instead)

2 Tick FX Agreement

- 3 Enter Response Code (click on ()) (A) for token instructions)
- 4 Click Request Rate
- 5 Click Accept



Submission — Completed

C Details	uccessfu ask submitted	. .								<u>А Print</u> ОК
Exchange Method	Contract No.	Buy Currency	Buy Amount	Sell Currency	Sell Amount	Exchange Rate	Deal Date	Contract Start Date	Contract End Date	Performed By
New FOREX	Pending FX	AED	999,999.00	EUR	425.00	1.26	08 Apr 2021	08 Apr 2021	08 Apr 2021	CFOMARKM1

1 Click OK



Pending Authorisation

I MUFG DUO	Notice				Inbox
Trade Finance	26.Apr.2020 12:00 🛄	Expiration of electronic ce	ertificate is approaching		
🖵 Trade Manager	20.Apr.2020 12:00	System maintenance sche	edule		
Securities Management	18.Apr.2020 12:00	We launch new service			
	- 11.Apr.2020 12:00	[Be careful!] Spam mail re	ported		
C WEBINQ	09.Apr.2020 12:00	Confirmation NO.0123456	5		
	05.Apr.2020 12:00 🛄	Expiration of electronic ce	rtificate is approaching		
Service Catalog	02.Apr.2020 12:00	[Campaign] Chance to up	grade your customer stage	e; Introduction of our upda	ated policy for tran
Cash Management	28.Mar.2020 12:00	We launch new service			
	- 17.Mar.2020 12:00	Confirmation NO.0123456	<u>5</u>		
Netting	2020 12:00	Confirmation NO.7890234	1		
CMS Singapore	- 1 .020 12:00 🗳	[Be careful!] Spam mail rep	orted		
CMS Hong Kong	1	System maintenance sche	edule		
Trade Finance					<u>Page Top</u>
Payables Finance	To Do - Detail				
	COMSUITE Portal		Waiting for Application	Waiting for Approval	Rejected
Service Links	Password Reset			-	1 -
Belgium	OTP Token Activation			1	2 -

888 Ta	sk List Inform	ation Reporting	Cash	Services	Corporate Admin	
Home						
You Ha	ve	=	Bulletin Bo	ard		=
Tasks	ending Authorisation	n 1	Bulletin B	oard Messages		
Shortc	ıts	=	File Repos	itory		

- 1 Login to COMSUITE & click on CMS Singapore
- 2 Click on Pending Authorisation



Task List

	Tas	k List									
	Co	ompany		Produc	t/Func	tion		Status			
	A	JI	•	- All				▼ All		•)
	Or	derer Account No.		Value D	ate						
	4	ll	٩	From	Ē	То	<u> </u>	Searc	h <u>Advanc</u>	<u>ed Search</u>	
		Product	T	Datab Data N		Malua 🔺	A	Popoficiary/Dobto		Customor	Status
\sim		Floudel	Reference No.	File Ref. No.	•	Date	Amount 👻	Denenciary/Debto	"	Reference	Status
(1)		<u>RM-Foreign</u> <u>Remittance (SG)</u>	A 11100202797	-		13 Nov 2023	USD 50,000.00	JOHN DOE JOHN DOE - 987	6543210	-	Pending Authorisation
									Return	Decline	Approve
									в	(c)	(2)
										$\mathbf{\bigcirc}$	$\mathbf{\bigcirc}$

- **1** Select transaction(s) to approve
- 2 Click Approve

Note:

- To view transaction details, click on Product (A) (e.g. <u>GIRO Payment (SG)</u>)
 - (refer to Page 21 (←click here) for more details)
- To return transaction(s) back to the Maker if needs correction, select transaction(s)(1),
 - click Return B & proceed to Page 22
- To reject transaction(s), select transaction(s) 1, click Decline C &
 - proceed to Page 23



Approve Transaction

Approval Confirm	nation		1	Tick D	eclara	tion		
You are approvi	ng 0 non-financial transactional tas of Financial Transactional Tas	k(s) and 1 financial tra sk(s)	2	Enter	Respo	nse Code (click on 🕓 🔺 for token instructions)		
Provider	Product	Currency	Total Transaction Amount	No. of Transaction	3	Click	OK	to confirm
SG	RM-Foreign Remittance (SG)	USD	10,000.00	1				
*Pre-Advice for forw *Pre-Advice for forw You declare that sanctions laws or re Agreement entered related to Iran or No	re to view the list. ard value date transaction only. the requested transaction(s) (the "Transaction gulations and agree that the Transaction shal into with the Bank, of which you have read an rth Korea restricted under the FEFTA (The Fo	n") is not related to any part I be entirely at your risk and Id accepted. You further dec oreign Exchange and Foreig	es and/or country that are subje subject to the terms and conditi lare that the Transaction does n n Trade Act of Japan).	ected to any economic or trade ions stated in the Service tot fall under a transaction				
Talaa ladaa iyoo			Challenge Code: 971 Response Code * ·····	067 2 3 ок	\bigcirc			
	Approval Confirm You are approvi Summary of SG There are son Please click he *Pre-Advice for forw Vou declare that sanctions laws or re Agreement entered related to Iran or No	Approval Confirmation You are approving 0 non-financial transactional tast • Summary of Financial Transactional Tast	Approval Confirmation You are approving 0 non-financial transactional task(s) and 1 financial transactional Task(s) • Summary of Financial Transactional Task(s) 	Approval Confirmation State as a proving 0 non-financial transactional task(s) and 1 financial transactional task(s). Summary of Financial Transactional Task(s) Tovider Product Currency India Transaction Amount SG RM-Foreign Remittance (SG) USD 10,000.00 There are some transaction required to perform [Request Rate] Please click <u>here</u> to view the list. Pre-Advice for forward value date transaction only . Over declare that the requested transaction only . Over declare that the requested transaction shall be entirely at your risk and/or country that are subjeation to when the Bank, of which you have read and accepted / You triker declare that the Transaction does related to Iran or North Korea restricted under the FEFTA (The Foreign Exchange and Foreign Trade Act of Japan). Challenge Code: Challenge Code: Challenge Code: 	Approval Confirmation Image: Confirmation of the proving of non-financial transactional task(s) and 1 financial transactional task(s). Summary of Financial Transactional Task(s) Image: Confirmation of the product image: Confirmation of the product image: Confirmation of transaction image: Confirmation of transaction of transaction image: Confirmation of transaction required to perform [Request Rate] Please click here to view the list. Image: Click here to not the the proved the transaction on ple. Image: Click here to the the requested transaction on ple. Image: Click here to not the the transaction on ple. 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Challenge Code: 971067 (3) OK



Request Rate

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1 ОК SKIP
8
AED 999,999.00 EUR 425.00 08 Apr 2021 08 Apr 2021 Challenge Code: 637374 Response Code * ••••••• 3 4 Request Rate
1.26 Refresh Cancel Accept

- 1 Click OK
- 2 Tick FX Agreement
- 3 Enter Response Code (click on 💿 🔺 for token instructions)
- 4 Click Request Rate
- 5 Click Accept



Approval — Completed

S Ta	Successfu ask submitted					_	_	_		L <u> Print</u> OK
Exchange Method	Contract No.	Buy Currency	Buy Amount	Sell Currency	Sell Amount	Exchange Rate	Deal Date	Contract Start Date	Contract End Date	Performed By
Now	Pending	AED	999,999.00	EUR	425.00	1.26	08 Apr 2021	08 Apr 2021	08 Apr 2021	CFOMARKM1

1 Click OK



Transaction Details

ymei	nt - Detail										
ransacti	tion Details										
Please S GIRO P	Select Product Gr Payment	oup			Transaction Currency SCD - Singapore dollar						
Orderer .	Account No./Acc	ount Na	me/Currency/Type		Total Amount 30,000.00						
^o aymen GIRO P	nt Mode P ayment				Value Date 11 Nov 2021						
Date and 10 Nov	id Time 7 2021 10:59:19										
fransaci SG2111	ction Reference No 1100199108	0.									
file Refe	erence										
3atch Re	leference No.										
	er Reference										
Custome GIRO											
Custome GIRO Purpose DTHR -	e of Transfer - Other										
GIRO Purpose DTHR -	e of Transfer - Other										
GIRO ⁹ urpose OTHR -	e of Transfer - Other ary Details		_	_	_		_	No. of Records: 2			
Custome GIRO Purpose DTHR - eneficia No.	e of Transfer - Other ary Details Beneficiary	\$	Beneficiary Bank	Beneficiary Account No.	Amount	Notification	Transaction Status	No. of Records: 2 Reason			
Custome GIRO Purpose DTHR - eneficia No.	e of Transfer - Other ary Details Beneficiary JOHN DOE JOHN DOE	\$	Beneficiary Bank DBS BANK LTD DBSSSGSG	Beneficiary Account No. 1122334455	Amount 10,000.00	Notification	Transaction Status Successfully Sent to Bank	No. of Records: 2 Reason			
Custome GIRO Purpose OTHR - eneficia No. 1. 2.	e of Transfer - Other ary Details Beneficiary JOHN DOE JANE DOE JANE DOE	\$	Beneficiary Bank DBS BANK LTD DBSSSGSG DBS BANK LTD DBSSSGSG	Beneficiary Account No. 1122334455 6677889900	Amount 10,000.00 20,000.00	Notification - -	Transaction Status Successfully Sent to Bank Successfully Sent to Bank	No. of Records: 2 Reason			
Custome GIRO Purpose OTHR - eneficia No. 1. 2.	e of Transfer - Other ary Details Beneficiary JOHN DOE JOHN DOE JANE DOE JANE DOE	\$	Beneficiary Bank DBS BANK LTD DBSSSGSG DBS BANK LTD DBSSSGSG	Beneficiary Account No. 1122334455 6677889900	Amount 10,000.00 20,000.00 Challen	Notification - - ge Code: 28	Transaction Status Successfully Sent to Bank Successfully Sent to Bank 2579	No. of Records: 2 Reason			
Custome GIRO Purpose OTHR - eneficia No. 1. 2.	e of Transfer - Other ary Details Beneficiary JOHN DOE JOHN DOE JANE DOE JANE DOE	\$	Beneficiary Bank DBS BANK LTD DBSSSGSG DBS BANK LTD DBSSSGSG	Beneficiary Account No. 1122334455 6677889900	Amount 10,000.00 20,000.00 Challen, Respon	Notification ge Code: 28 se Code *	Transaction Status Successfully Sent to Bank Successfully Sent to Bank 2579	No. of Records: 2 Reason			
Custom GIRO Purpose DTHR - eneficia No. 1. 2.	e of Transfer - Other ary Details Beneficiary JOHN DOE JOHN DOE JANE DOE JANE DOE	\$	Beneficiary Bank DBS BANK LTD DBSSSGSG DBS BANK LTD DBSSSGSG	Beneficiary Account No. 1122334455 6677889900	Amount 10,000.00 20,000.00 Challen, Respon Remark	Notification s	Transaction Status Successfully Sent to Bank Successfully Sent to Bank 2579	No. of Records: 2 Reason			
Custom GIRO Purpose DTHR - eneficia No. 1. 2.	e of Transfer - Other ary Details Beneficiary JOHN DOE JOHN DOE JANE DOE JANE DOE	\$	Beneficiary Bank DBS BANK LTD DBSSSGSG DBS BANK LTD DBSSSGSG	Beneficiary Account No. 1122334455 6677889900	Amount 10,000.00 20,000.00 Challen Respon Remark	Notification	Transaction Status Successfully Sent to Bank Successfully Sent to Bank 2579	No. of Records: 2 Reason			
Vustom Purpose DTHR - teneficia 1. 2.	e of Transfer - Other ary Details Beneficiary JOHN DOE JANE DOE JANE DOE	\$	Beneficiary Bank DBS BANK LTD DBSSSGSG DBS BANK LTD DBSSSGSG	Beneficiary Account No. 1122334455 6677889900	Amount 10,000.00 20,000.00 Challen Respon Remark max. 800 o	Notification ge Code: 28 se Code * s haracters	Transaction Status Successfully Sent to Bank Successfully Sent to Bank 2579	No. of Records: 2 Reason			
Vustom Purpose DTHR - teneficia No. 1. 2.	e of Transfer - Other ary Details Beneficiary JOHN DOE JOHN DOE JANE DOE	\$	Beneficiary Bank DBS BANK LTD DBSSSGSG DBS BANK LTD DBSSSGSG	Beneficiary Account No. 1122334455 6677889900	Amount 10,000.00 20,000.00 Challen Respon Remarka max: 500 co	Notification	Transaction Status Successfully Sent to Bank Successfully Sent to Bank 2579	No. of Records: 2 Reason			
Lustom Purpose DTHR - eneficia No. 1. 2.	e of Transfer - Other ary Details Beneficiary JOHN DOE JOHN DOE JANE DOE JANE DOE	\$	Beneficiary Bank DBS BANK LTD DBSSSGSG DBS BANK LTD DBSSSGSG	Beneficiary Account No. 1122334455 6677889900	Amount 10,000.00 20,000.00 Challen Respon Remark max 500 c	Notification	Transaction Status Successfully Sent to Bank Successfully Sent to Bank 2579 Approve	No. of Records: 2 Reason			

- 1 Click on Back to go back to summary screen
- Go back to Page 17 (←click here)



Return Transaction





Task Sur	mmary								
~	Successful. Task returned.								
Product	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Orderer	Task Status	Task Message
GIRO Payment (SG)	SG2112060199247	-	07 Dec 2021	SGD 10,000.00	1	GIRO -		Successful.	
	1	1							ОК



Decline Transaction



Task Su	mmary								
	Successful. Task declined.								
Product	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary/Debtor	Customer Reference	Orderer	Task Status	Task Message
GIRO Payment (SG)	SG2112060199247	-	07 Dec 2021	SGD 10,000.00	1	GIRO -	DJG !"#\$ %&'()*+,/:;<=>? @'{]}~2FSGD/ 868010 (SGD) Current Account	Successful.	
								(4 ок

Enter Remarks
 Click OK
 Click OK
 Click OK
 Transaction(s) has / have been declined. Click OK
 Go back to Page 17 (←click here)

